SCAN/Connector Application Instructions / Job Description

Managing Editor

Description:
The Managing Editor works directly under the Editor-in-chief and is primarily responsible for The Connector side of Student Media and the section editors. Applicant should have strong leadership skills, along with organization and time management skills. Good copywriters are preferred.

Qualifications:
Applicants must be a current SCAD student in good standing. Previous experience with Student Media is desired, but not required.

Deadline:
Completed applications must be e-mailed in .pdf format to editor@scadconnector.com by 5 p.m. on February 26, 2024.

Additional application materials:
Applicants are required to submit at least two writing samples, preferably articles previously published in The Connector, SCAN or other publication, but if not, writing assignments prepared for class. These submissions should illustrate the best work the applicant has done and why they would be best for this position. Applicants should also submit a cover letter detailing credentials and what they will bring to the job, a résumé, two professional references, and respond to these short answer questions:

- This job requires tracking other editors' work. Do you consider yourself an organized person?
- What do you want to get out of your involvement in Student Media?
- Managing deadlines can be challenging with school. How will you deal with the requirements of your job along with your coursework?
- What qualities of The Connector/SCAN do you like and why?

Interviews:
Interview times will be assigned after applications are turned in.

Job Description

General:
- Report directly to editor-in-chief.
- Track all online content for The Connector from assignment to completion.
- Use weekly budget to organize pitches.
- Observe all established deadlines.
- Regularly communicate with section editors.
- Handle and resolve any conflict between section editors/directors.
- Other duties as assigned by editor-in-chief.

Weekly:
- Attend all regular staff and editorial board meetings.
- Generate possible article topics for editors.
- Follow up with all editors on the status and progress of their articles and imagery.
- Work alongside copy editor to ensure articles meet AP standards.

Quarterly:

- Attend two student media events per quarter (ex: Hub promos, SCAD Days).
- Follow production schedule for SCAN release.
- Contribute to SCAN Magazine in capacity assigned by the Editor-in-Chief.